



# Job Opportunity

## State Controller's Office

*This vacancy is subject to internal Post and Bid appointment.*

**Position:** Personnel Specialist (Work Hours: 8:00 a.m. - 5:00 p.m.)

Statewide

**Location:** Division of Administration and Disbursements  
300 Capitol Mall, Suite 619, Sacramento, CA 95814

**Issue Date:** November 9, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Lisa Losh, (916) 322-1919

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-150-1303-010

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

With supervision provided by the Staff Services Manager I and/or Transactions lead person, the incumbent will be required to apply State laws, departmental regulations, and control agency rules to a variety of personnel and benefits programs for the Office of the State Controller. Duties include, but are not limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Review proposed personnel/payroll transactions for conformance with appropriate laws, rules and regulations;
- Balance and release monthly payroll;
- Key enter personnel and payroll transactions to the database;
- Review, approve, and forward benefit forms to the appropriate carriers;
- Review Forms 634 for accuracy;
- Maintain a position roster of staff for assigned divisions by updating the position information relating to vacancies and/or classification changes, etc.;
- Maintain Official Personnel Files for the office staff;
- Access appropriate databases to properly issue pay and/or to make modification to employee history;
- Access and request certification lists using the certification database for successful examination participants for recruitment purposes.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**Desirable Qualifications**

- Experience with processing Worker's Compensation transactions
- Ability to demonstrate a positive attitude and a commitment to provide quality customer service
- Ability to use tact and good judgment
- Ability to communicate effectively
- Ability to be flexible in response to changing workload
- Excellent attendance and dependability
- Ability to work with minimal supervision and in a team atmosphere
- Possess strong organizational skills

***Applications will be screened and only the most qualified will be interviewed***

**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Human Resources Office  
300 Capitol Mall, Suite 619  
Sacramento, CA 95814

Attn: Marcy Maeda-Imai